

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 11--Institution Accounting 9.0	EFFECTIVE DATE: 12/19/84
TITLE: Repair and Maintenance Projects	REVISION DATE: 3/28/01
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 4

BACKGROUND

There are both **routine** and **special** repair projects that are administered by DHFS. Special Repair and Maintenance Projects are supervised by DHFS Engineering. Both Routine Repair and Maintenance and Special Repair and Maintenance type projects are processed through the DHFS Financial Management System (FMS).

POLICY

Special Repair and Maintenance projects are DHFS appropriated funds supervised by a DHFS Engineer. Routine Repair and Maintenance projects are managed by Institution/Center Facilities Management staff. Institution/Center staff enter appropriate acquisitions into the WiSMART Fixed Asset subsystem as defined in APP **Section 8--Fixed Assets**.

PROCEDURES

1. Routine repair and maintenance (R & M) and special R & M projects are recorded as FMS transactions. Only approved R & M projects as submitted on the Form DMT-799, Special Repair & Maintenance Project Request, will be individually numbered from 001 to 099 (see Attachment 1).
2. Institutions/Centers initiate DMT-799 Special R&M Requests and submit to Division of Care and Treatment Facilities (DCTF) Central Office for approval routing. DCTF approved requests are submitted to DHFS Engineering for evaluation and approval. DHFS approved Special R & M Project Requests are submitted to the Bureau of Fiscal Services (BFS) for the assigning of the individual project number and corresponding FMS Budget Transaction (see Attachment 2).
3. Institutions/Centers have the responsibility for issuing DOA-3067 purchase orders and processing payments in the FMS system. Institutions/Centers issuing purchase orders for Routine R & M projects, and Special R & M projects should use their annually assigned purchase order number series. Certain R & M projects may have carry forward encumbrances at year-end.

4. R&M projects should be expensed as ordinary operating budget repair and maintenance, unless the project represents an asset improvement as described in APP **Section 8--Fixed Assets**.

ATTACHMENTS

- 1 DMT-799 - Special Repair & Maintenance Project Request
- 2 Sample Letter: DHFS Engineering approval to BFS

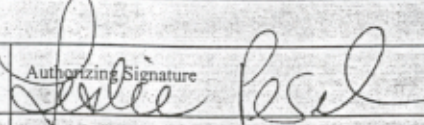
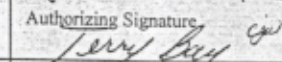

REFERENCES

Wisconsin Statutes, ss. 13.48 (2)(e) and 13.48 (3)
APP **Section 8--Fixed Assets 1.0 (Capital & Non-Capital Asset & Inventory)**
APP **Section 8--Fixed Assets 1.1 (Use of Capital Account Codes)**

CONTACT PERSON

Amy Korpady, Chief
Institution and Administrative Accounting
(608) 266-2708

SPECIAL REPAIR & MAINTENANCE PROJECT REQUEST

Shaded Areas To Be Completed By Central Office Only	Date Requested 4-16-99	Fiscal Year 99	Project Number (BFS)
Institution Name NORTHERN WISCONSIN CENTER			Bidding Documents Prepared By: <input checked="" type="checkbox"/> Institution <input type="checkbox"/> Engineering Section <input type="checkbox"/> Review by Engineering Section before Bidding Work to be Performed By: <input checked="" type="checkbox"/> Institution Staff <input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Construction Contract <input type="checkbox"/> Limited Term Employee
Project Name NORTHERN INDUSTRIES AUTOMATIC ENTRANCE DOOR		Estimated Project Cost \$13,000	
Project Type: <input type="checkbox"/> Replacement <input type="checkbox"/> Modification <input checked="" type="checkbox"/> Combination			
Contact Person for Additional Information KEN HANSON		Telephone Number 715-723-5592	
Project Description Remove the existing aluminum interior entrance door, framing and glass to include two 72" x 84" aluminum double swinging doors, the supporting aluminum framing, door jambs, head, sills and surrounding sidelight glass, leaving a 122" x 228" opening. Provide and install one aluminum Bi-Parting automatic sliding door, the supporting aluminum framing, jambs, head, sills and surrounding sidelight glass to fit the 122" x 228" opening, replicating the existing exterior entrance door. Institution Staff to provide 120V AC, 60Hz electrical power and conduit.			
Justification/Statement of Need Relocating Program Work Shops for persons with disabilities from various living units and the Administration Offices from the Highview building to the Northern Industries building. These Admin Offices and Program Work Shop area relocations will increase public traffic at Northern Industries. An automatic Bi-Parting sliding door on the interior of the entrance vestibule to match the automatic Bi-Parting sliding door on the exterior of the entrance vestibule will provide for a less restrictive traffic flow, as well as a safer mode of egress for the persons with disabilities and staff who utilize this building. The existing swinging doors present the potential for personal injury, as they are manually operated and are very cumbersome to operate by persons utilizing walking aids and wheelchairs.			
Effect of Non Approval			
Estimated Project Budget	Requested	Approved	Comments
Construction	\$13,000	\$13,000	
Design/Supervision	\$	\$	
Contingency	\$	\$	
Other	\$	\$	
Total	\$13,000	\$13,000	
APPROVAL STATUS			
DCTF Action <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected	Authorizing Signature 		Date Signed 4/21/99
DHFS Engineering Action <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected	Authorizing Signature 		Date Signed 4/21/99
DMT Action <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected	Authorizing Signature 		Date Signed 4/21/99

ATTACHMENT 2

DIVISION OF MANAGEMENT & TECHNOLOGY
ENGINEERING SECTION

DATE: April 21, 1999

TO: Sharon Paynter
Bureau of Fiscal Services

FROM: Robert Wentzel, Chief Engineer
Engineering Section



RE: Construction Project Request
Special R & M

Please establish the following Construction Projects for the Division of Care and Treatment Facilities:

Northern Wisconsin Center

Northern Industries Automatic Entrance Door

Fiscal Services will process an Operating Budget (DMS-115) and a Project/Appn Center (DMS-777).

cc: Leslie Perelman, DCTF
Institution Business Manager
Institution Supt. Of Buildings & Grounds
A/E DHFS
File